

~ WELCOME ~

**Annual Data Collection
(ADC) Training
for
School Year 2008-2009**



Introductions

- Karen Crogan
 - OPI Accreditation Data Control Specialist
 - Telephone: (406) 444-2410
 - Email: kcrogan@mt.gov
- Andy Boehm
 - OPI Measurement & Accountability
- Dale Kimmet
 - OPI Accreditation Specialist

Annual Data Collection Packet

- Table of Contents (pink)
- Glossary of terms
- Staff Assignment Codes listing (green)
- ADC Overview
- Authorized Signatures and Checklist
- Preprinted Personnel forms

Due Dates

To County Superintendent:

Tuesday 10/21/2007

To OPI Accreditation Division:

Tuesday 10/28/2007

Where to Get More Information

- OPI Website: <http://www.opi.mt.gov>
 - Go to Programs & Services of OPI
 - Select Annual Data Collection<http://www.opi.mt.gov/adc/Index.html>
- OPI Help Line - (406) 444-4050
- Tip of the Day
- OPI Knowledge Database (Get Answers)

Getting Started With Citrix

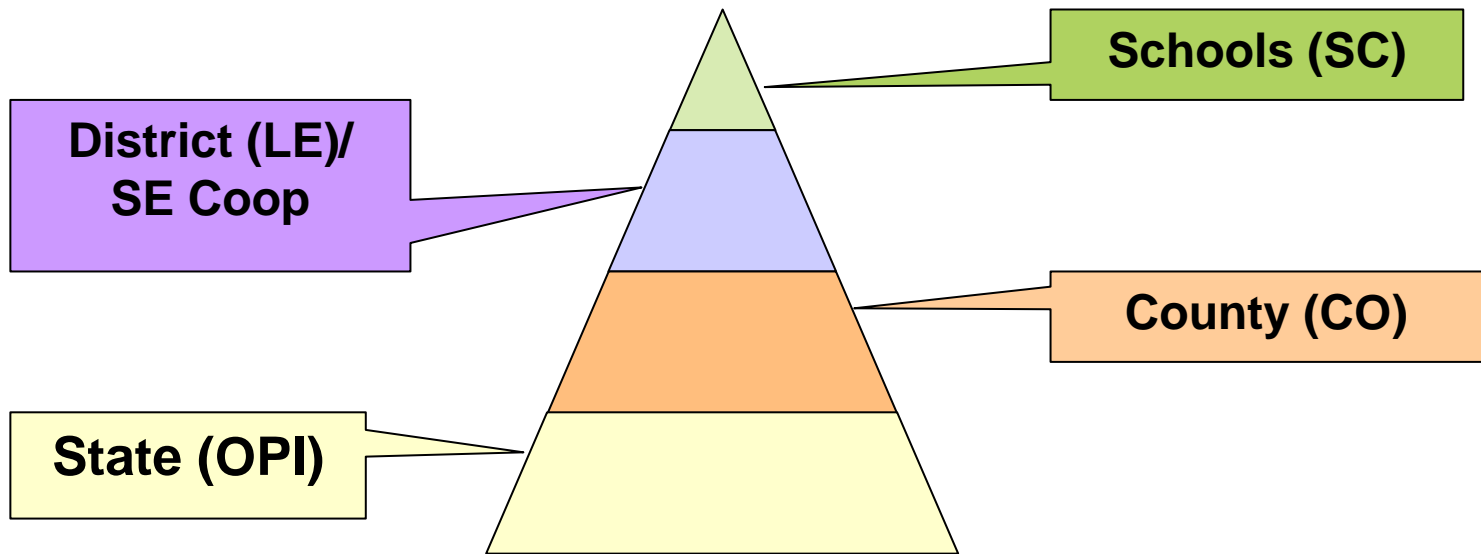
- Install Citrix client software
 - See User Manual
 - Update if not used since June 1, 2007
- Username and Password
 - Mailed to Authorized Rep in June 2008
 - Password policy

Password Policy

- Mailed to Authorized Reps July 1
- Cannot be given out over phone or email
 - MUST be mailed
- Changes every 60 days
 - Add month delimiter to core password: “SO” for September-October
- Call OPI Help Desk (406) 444-3448

User Level

- What level of user are you?
- Your user level determines which menu options you can see



User Level Cont'd

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
Step #2: Click on the Get Started button to work with your selection -->
You can return to this screen at any time by pressing the Select button.

☒ Get Started

Working at the District Level with District Wide Data.

School Year:	2008-2009	Codes:	
County:	Beaverhead		01
System or Coop:	Dillon Elementary		0199
Legal Entity:	Dillon Elem		0005
School:	All Schools		%

This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Click here to proceed

Select school using dropdown

Navigation

Change
Entity

Current
User Level

Click to
exit
program

Annual Data Collection Main Menu

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005) **District Level**
All Schools (SC %)

Click to Select

Exit Program

READY FOR DATA ENTRY

Select a button on the left, then double click an option below

Data Entry

Reports

ENTERED BY EVERYONE

- 1 - Organization Setup
- 2 - Setup Periods/FTE Names
- 3 - Staff Assignments

ENTERED AT SCHOOL LEVEL

- 4 - Accreditation Data
- 5 - PIR Days and School Start and End Dates
- 6 - Alternative Education Programs
- 7 - Indian Education
- 8 - Technology Use Report

Setup and confirm general information for District or School.
Enter general units of time for schools.

frmSwitchBoard

Select
Task

Status

Select
Screen

What is ADC Used For?

- Accreditation - Board of Public Education (BPE)
- Federal Reporting of Highly Qualified Teachers
 - Eden/EdFacts
 - HEA Title II
- NCLB Report Card
- Funding (Quality Educator Payments)
- 5-Year Planning and Effectiveness Reports
- Sharing data within OPI

New for 2009

- Two new staff assignment collections
 - % FTE allocated to PK kids for Special Ed
 - Alternative education assignment(s)
- Revised questions for Indian Education
- Distance Learning asks districts providing DL instruction to other MT schools to list schools being served
- Dual Enrollment Opportunities – district level report

Main Menu - Data Entry

- Items on the ADC Main Menu are numbered in the order in which you might want to select them.
- Type your answers or select from the dropdown lists.
- Navigate between fields by using the 'Tab' or 'Enter' keys ~ or use your mouse.
- **The 'Esc' key will undo your last change and return the page to its previous state.**

Organization Setup

Round the computed hours and enter here! You will not be able to submit with this blank.

Setup Organizations

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

District: Dillon Elem

Status of Processing for this Organization: Ready For Data Entry

Instructional Program Offered: Elementary Program (EL)

Enter this school's Aggregate Hours per year for meeting Accreditation Standards.

1080

Minutes per day of pupil instruction or administrative activity. Do not include passing time, unstructured recess, or lunch.

Full Days: 346 Partial Days: 180

Minutes per day of passing time.

Full Days: 29 Partial Days: 15

Days per year of pupil instruction.

Full Days: 170 Partial Days: 6

Calculated aggregate hours per year for meeting Accreditation Standards. 1082.00

Notes:

frmOrganizations

At least 1080 Hours are Required

Automatically computed

Set Up Period/FTE Names

- Data rolled forward from last year
- “Heart” of all calculations
- Check for accuracy:
 - FTE units should add up to 1.0
 - Must reflect the current school day
- Cannot delete a Period/FTE if assigned to a current teacher record
- See the last page of Overview and the Personnel form in packet

Period Names/FTE Calculator

Period/Fte Names for Organization

Dillon Elem

FTE is the "full-time equivalent" which is the number of hours of work normally required in a full-time position.

Period/FTE Name	FTE
0.250 FTE	0.250
0.500 FTE	0.500
1.000 FTE	1.000
P-1 Sem-1	0.167
P-2 Sem-1	0.167
P-3 Sem-1	0.167
P-4 Sem-1	0.167

fmFteUnit

Work with Selection Add a New Period/FTE Delete Selection

Naming wizard

Period/Fte Name Detail

Dillon Elem

Naming Wizard

Follow the steps to create uniform names for your FTE units. From the choices, select the 'Best' description for this particular unit.

1. Select Percentage or Period. You will be prompted for period number.
2. Enter the days this period meets. (in day order). examples: MTWRF = meets every day, TR = meets Tue and Thur, A = A days etc.)
3. Select a Session Type: You will be prompted for a session number. (Except for yearly)

Percentage FTE MTWRF Yearly

FTE or Period Description FTE

Save And Exit Exit without Saving Click Here to Calculate FTE.

fmFteUnitUpdate

- Time units
 - Percentage
 - Period

Period/FTE Calculator

To use calculator: Enter the number of minutes and days for a specific period or assignment in the numerator. Enter the school's total minutes and days in the denominator. Press Enter; the FTE box will show the correct decimal.

Use this section if you are calculating percentage FTE, FTE for a block schedule or FTE for periods of different lengths.

1.000 FTE = $\frac{360 \text{ Minutes Per Day} \times 180 \text{ Days Per Year}}{360 \text{ Organization Instructional Minutes Per Day} \times 180 \text{ Days Per Year}}$

Example: $0.125 \text{ FTE} = \frac{45 \text{ Minutes Per Day} \times 180 \text{ Days Per Year}}{360 \text{ Instructional Minutes Per Day} \times 180 \text{ Days Per Year}}$

For a daily schedule where the periods are equal in length and meet all year long, enter one (1) in the numerator and total periods in the denominator. Press Enter to calculate FTE for each period.

0.167 FTE = $\frac{1 \text{ Period(s) Per Day}}{6 \text{ Total Periods in Teaching Day (including Prep)}}$

Example: $0.167 \text{ FTE} = \frac{1 \text{ Period(s) Per Day}}{6 \text{ Total Periods in Teaching Day (including Prep)}}$

fmFteUnitDetail

FTE calculator

Staff Assignments

Used for:

- Accreditation
- NCLB Core Academic Subjects for Highly Qualified Teachers
- FTE counts
 - State Legislature
 - Federal Reporting
- State Quality Educator Payment
- Special Education Reporting
- See handout “Annual Data Collection Staff Assignment Codes”

Staff Assignments Cont'd

- Data rolled forward from last year
- Remove assignments for staff no longer employed at your school or district
- Ensure all staff are assigned to appropriate assignment code with correct FTE units
- Report all staff by employer (school/district)
- Break staff out between special and general education assignment codes
- FTE Reports can help you review staff FTE when you are done (fix totals > 1.0!)

Assignment / FTE Note

Note: If you have a new staff member who taught at another Montana school last year, the FTE from his/her previous assignment will still be attached to that person's record until the previous school district goes into this program and deletes it. You may get a message box telling you the person is over 1.00 FTE and asking if you want to fix the problem. **As long as the person has 1.00 FTE or less at your school, you can ignore this warning.** The issue will be resolved when all the data entry for the state is complete.

New Assignment Collections

- Alternative Education assignment
 - Check if this class is taught as part of an alternative education program
- Pre-K allocation of FTE
 - Special Education job codes only
 - Determine what percentage of time is spent with 3-5 year old students

Alternative Education Assignments

Assignment by Person

April Ann Unknown Female

School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load	Is	Re	Note
0006 Mary Innes School	SE25	Special Education Instruction	0.500 FTE	0.500	PK	PK	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Person Name: Mary Innes School (School 0006)

FTE Unit: 0.500 FTE - 0.500 FTE [Click here to Setup Periods and Time Units](#)

Job Code: SE25 - Special Education Instructional Paraprofession

Additional Job Description:

☐ This assignment is an Alternative Education assignment

What percent of this assignment is allotted to 3-5 year olds? %

Lowest Grade: PK Issue with Assignment ☐

Highest Grade: PK Issue Resolved ☐

Student Load: 14 Notes:

frmAssignmentPerson [Add Assignment](#) [Delete Assignment](#) [Update Person](#) [Cancel](#) [Save Work](#)

Check here to indicate that the assignment is part of an alternative education program.

Allocation of Pre-K FTE

Assignment by Person

Hewitt, April Ann **Unknown** **Female**

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load	Is	Re	Note
Yes	School 0006 Mary Innes School	SE25	Special Education Instructor	0.500 FTE	0.500	PK	PK	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organization Name:

FTE Unit: [Click here to Setup Periods and Time Units](#)

Job Code:

Additional Job Description:

☐ This assignment is an Alternative Education assignment

What percent of this assignment is allotted to 3-5 year olds? %

Lowest Grade: Issue with Assignment ☐

Highest Grade: Issue Resolved ☐

Student Load: Notes:

frmAssignmentPerson

Special Ed job codes only

Enter percent (%) FTE allocated to PK kids

Assignment Summary

- Summary of all assignments
- Display depends on user level

The screenshot shows the 'Assignment Summary' window for the 2007-2008 school year. It displays a list of assignments for various schools and districts, including Dillon Middle School and Parkview School. The table includes columns for School or District Name, Job Category, Folio, Person, FTE Sum, Student Load, No. of Assign., and No. of Issues. Callouts highlight specific features: 'Assignment by Person' points to the 'Person' column, 'Add Person' points to the 'Add Person' button, 'Delete Person' points to the 'Delete Person' button, and 'Transfer Assignments' points to the 'Transfer Assignments' button.

School or District Name	Job Category	Folio	Person	FTE Sum	Student Load	No. of Assign.	No. of Issues
School 0008 Dillon Middle School	Paraprofessional	0	Afoa, Sally	0.125	2	1	1
School 1525 Parkview School	Special Education	0	Afoa, Sally	0.875	1	1	1
School 0008 Dillon Middle School	Teacher	30445	Anderson, Sharon R	1.000	143	8	0
School 0008 Dillon Middle School	Teacher	45214	Backus, Audrey	1.000	138	8	0
School 1525 Parkview School	Teacher	43421	Baker, Tamara L	1.000	23	1	0
School 1525 Parkview School	Teacher	48572	Bengeyfield, Alice E	1.000	25	1	0
School 1525 Parkview School	Teacher	49053	Berkman, Melinda K	1.000	703	1	0
School 1525 Parkview School	Administrative	5	Berkman, Melinda K	1.000	102	1	0
School 0008 Dillon Middle School	Teacher	8	Berkman, Melinda K	1.000	53	1	0
School 1525 Parkview School	Special Education	5	Berkman, Melinda K	1.000	13	1	0
School 1525 Parkview School	Teacher	71608	Berkman, Melinda K	0.500	10	1	0
School 1525 Parkview School	Teacher	50918	Berkman, Melinda K	1.000	17	1	0
School 0006 Marysville School	Special Education	77268	Berkman, Melinda K	0.800	1	1	1
School 1525 Parkview School	Special Education	0	DeHart, Dorothy	0.200	9	1	1

Buttons at the bottom: Work With Person, Add Person, Delete Person, Transfer Assignments

Working with Assignments

- Assignment by Person – shows detail of selected assignment(s)
- Transfer Assignments – give a previous staff person's assignments to a new person
 - ❖ Once this process is complete, the original person is deleted
- Add Person –first perform search to ensure no duplicates (last name, folio number*, SSN*, license number) *most accurate
 - ❖ Save your work!!
- Delete Person – No UNDO

Instructional Paraprofessionals

- School level
- NCLB “Highly Qualified” applies to Title I paras and ALL paras at Title I school-wide schools
 - Two or more years of higher education
 - Associate degree
 - Academic assessment
- **If you have not done this already: Update the Para qualifications** in ADC for 2008-09
 - Last year many paraprofessionals were reported in ADC without any qualifications
 - Funding – Job codes
 - Title I => PP02
 - Special Education => SE25
 - General => PP01

Licensed Professionals

- Report all staff employed or contracted to provide special education services
- Department of Labor Licensing Database
 - Check that correct license from the DOL licensing database has been entered for all Licensed Professionals
 - Defaults to Female and White; please change as needed

Quality Educator (QE) Payment

- Based on MCA 20-9-327 (refer to handout)
- FY 2009: \$3,042 per licensed educator or other professional (up from \$3,036)
 - Based on FY 2008 ADC Staff Assignments
- QE payments made by MAEFAIRS into District/Coop general fund (not to teachers)
- License must be active and valid as of December 1, 2008

Quality Educator Cont'd

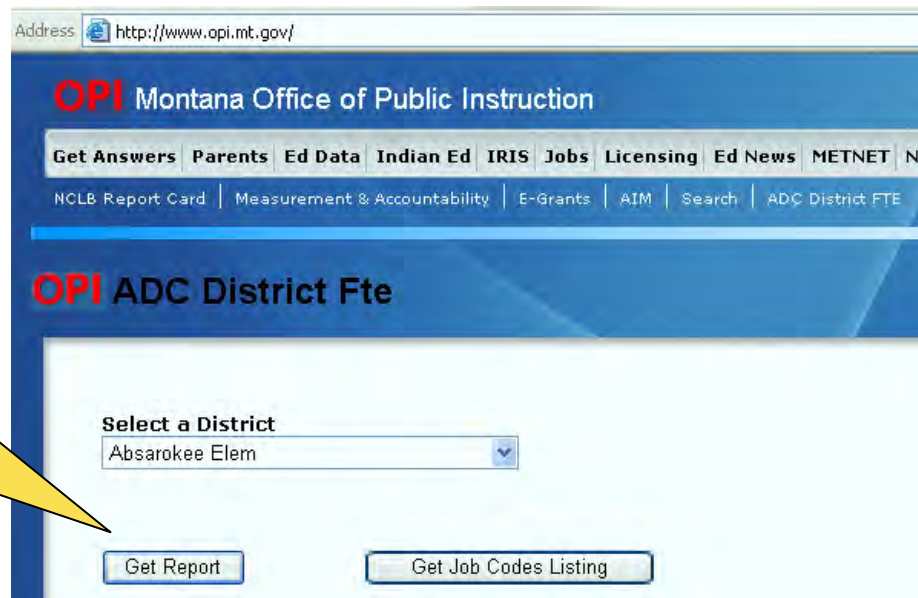
- Some job codes are included in the QE payment and others are not (see Staff Assignment Code list)
 - Note: Those coded as Other professional staff (SE31 and SE32) are not included in the QE payment
- OPI verifies licenses using:
 - OPI Educator Licensure database
 - Montana Department of Labor and Industry, Business Standards Division professional license databases

QE Payment Report

- After completing updates to ADC staff assignments, please review the QE payment report called “ADC District FTE” (wait until the next morning -- it is updated with most recent assignments nightly).

<http://data.opi.mt.gov/QualityEdFte/Default.aspx>

Click to get
the QE
Report for
your district



The screenshot shows a web browser window with the address bar displaying <http://www.opi.mt.gov/>. The page header includes the OPI Montana Office of Public Instruction logo and a navigation menu with links: Get Answers, Parents, Ed Data, Indian Ed, IRIS, Jobs, Licensing, Ed News, METNET, and NC. Below the navigation menu, there is a secondary menu with links: NCLB Report Card, Measurement & Accountability, E-Grants, AIM, Search, and ADC District FTE. The main content area is titled "OPI ADC District Fte" and features a "Select a District" dropdown menu with "Absarokee Elem" selected. Below the dropdown menu are two buttons: "Get Report" and "Get Job Codes Listing".

Accreditation Data

- Certify to Board of Public Education that school are complying with applicable accreditation rules (ARM 10.55).

Select
Individual
TABS or
click on
“Next”

The screenshot shows a software window titled "Accreditation Data". Inside the window, the school information is listed: "2007-2008", "Beaverhead (CO 01)", "Dillon Elementary (SS 0199)", "Dillon Elem (LE 0005)", and "Dillon Middle School (SC 0008)". Below this, there are tabs for different grade levels: "I. A", "B 1-2", "B 3-5", "B 6-7", "B 8-9", "B 10-12", "C", and "II.". The "B 1-2" tab is currently selected. The main area of the window contains a question: "A. If previously noted for the 2006-2007 school year, have deviations been corrected for this school? If no, provide the explanation or a plan of correction in the text box below." To the right of the question is a dropdown menu showing "N/A". Below the question is a large white text box for providing an explanation or plan of correction.

Full-Time Kindergarten (FTK)

- All day, 5-days/week for all kids
- Schools must offer half-day but attendance is not required even if offered
- Question is at bottom of tab B 10-13 (displayed only for elementary schools)
- Yes or no answer

4-Day/Week Schedules

- New question in Accreditation Data
- Tab/question B 14
- Yes or no answer
- If the answer is yes and school is HS or 7/8 funded at HS rates, another question is asked to ensure that classes provide 225 minutes per week of instruction per ARM 10.55.906(1)(a) and 10.55.902(4)(c).


B-14: 4-Day Per Week Schedules

- Screen shot

PIR Days and School Start and End Dates



- Certify number of PIR hours for funding purposes
- Inform OPI specialists what training is being conducted in schools

PIR Form



Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Activity Codes	Totals
PD = Professional Development (18 hours, in no less than 2-hour blocks) (ARM 10.55.714)	18
PT = Parent Teacher Conference (ARM 10.65.101.1(c))	8
RK = Record Keeping (Total of 6 hours allowable in no less than 2-hour blocks)	3
SO = Staff Orientation (Must be held prior to student attendance and in no less than 2-hour blocks)	3
	32

Click for More Instructions

Click to See Example

Please provide the following information for the school year beginning July 1 for the year 2007-2008

1. First day pupils attend school:
2. Last day pupils attend school:
3. Does your district have a professional development committee? (ARM 10.55.714(3))

Date	Activity Code	PIR Activity Description	PIR Hours
08/31/07	SO	Staff Orientation	3
09/30/07	PD	mentor training	6
10/15/07	PD	mea-mft	6
10/16/07	PD	mea-mft	6

Click to copy these PIR Days to all schools in the district

frmPIR

Alternative Education Programs

- Gathers information on what types of alternative schools are available for inclusion in the OPI central database.
- Helps the OPI answer questions about alternative programs

Alternative Education Programs

Alternative Education Programs

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Click to Select

Questions 1 - 5 Questions 6 - 7 Questions 8 - 12

Purpose: The purpose of this data collection is to identify which districts operate alternative education programs to serve at-risk students and gather identifying information about these programs. For OPI reporting purposes, an alternative education program is a "restructured" academic program to serve at-risk students and operated within an accredited public school.

1. Does your district operate an alternative education program to serve at-risk students?

2. Which choice below best describes where the students are served?

3. Do you modify graduation requirements (as provided in ARM 10.55.906 (3) & (4)) for the students served in this program?

4. Do you modify attendance requirements for the students served in this program?

5. When reporting personnel assignments for the Annual Data Collection, do you use personnel job codes AR01 (At-Risk) or OT (Other) to describe any of the personnel working in the alternative education program?

AR01 (At-Risk)
OT (Other)


[Next](#)



frmAltEdPrograms

Indian Education

- New questions for 2008-2009
- Helps the OPI understand efforts to implement Indian Education for All law, assist in the staff development, and offer technical assistance where needed.
- Collect resources, professional development, and teacher/administrator knowledge
- Document uses of FY2008 Indian Education and American Indian Achievement Gap funding

Indian Education

 **2008-2009**
Beaverhead (CO 01)
Beaverhead Co High School (SS 0200)
Beaverhead County H S (LE 0006)
Beaverhead Co High School (SC 0023)



Law | Board Policy | Teacher Knowledge | Curriculum And Instruction | Professional Development | Needs | Funding | Student Achievement

Click in box to view entire text of law.

INDIAN EDUCATION FOR ALL - ADC
Supplemental Information

The following information is provided to assist schools and districts in understanding the requirements of the accreditation standards relating to, and in support of, the Indian Education for All Law, MCA 20-1-501.

I. The Indian Education Law, 20-1-501, MCA was passed by the 1999 Legislature to ensure the implementation of Article X, section 1(2) of the Montana Constitution to recognize "the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage."

The full text of this statute is as follows:

20-1-501. Recognition of American Indian cultural heritage -- legislative intent

(1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.

(2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:

NEXT

frmIndianEducation

Technology Use Report

- Required by Federal Technology Grant
- Helpful in targeting OPI resources for staff development and technical assistance
- Important to ensure each computer is counted only once !
- The 'Fully Integrated' question at the bottom of the form must be answered the same way for all schools in your district, so please consult your superintendent before completing the question.


Reporting Shared Computers

- If computers are used across grades or school districts...
 - Get a count of all the computers
 - Determine how many are used by students and how many by teachers (primary use)
- How to compute (pick one method)
 - Percentage of use formula
 - Divide the total number evenly by # of schools in the district

Computer Internet Access



- Review both student-used and teacher used computer numbers and then record number of computers having Internet access
 - Dial up
 - High speed (broadband)
 - No Internet access
- Building Internet connections (select one)
 - Wireless
 - Hardwired

Technology Survey



Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Please provide accurate and unduplicated counts for the specific school you are reporting on. Duplicated counts may negatively impact technology funding or program eligibility.

Federal reporting requirements require that OPI report the number of computers per school. OPI recognizes that computers are used across grade levels and Districts. However, some determinations must be made by the district as to how to report the computers. Possible ways to determine how to report shared computers are:

1. Determine the number of computers per school using a percentage of use formula. Or
2. Divide the total number of computers in the district evenly across the schools in that district. Or
3. Another method as determined locally.

***** Regardless of the method used, do not report any one computer more than once*****

How many computers in your school are used primarily by Students:	<input type="text" value="35"/>	How many computers in your school are used primarily by Teachers:	<input type="text" value="22"/>
---	---------------------------------	---	---------------------------------

For each set of computers listed above (Student and Teacher), how many of them are connected to the Internet by the following Connection Types?

Student Computer Internet Access Type:		Teacher Computer Internet Access Type:	
Dial Up Internet Access	<input type="text" value="0"/>	Dial Up Internet Access	<input type="text" value="0"/>
High Speed (Broadband) Internet Access	<input type="text" value="35"/>	High Speed (Broadband) Internet Access	<input type="text" value="22"/>
No Internet Access	<input type="text" value="0"/>	No Internet Access	<input type="text" value="0"/>

What is the primary (or only) way that computers inside the school building connect to the Internet?

Has the district fully integrated technology into the district curriculum through implementing the Montana Technology Content and Performance Standards as of December 31, 2006?


District-Level Reports

- Personnel Recruitment and Retention
 - Used to set criteria for critical teacher shortage teacher loan forgiveness program
- Distance Learning
 - All sections must be completed if you receive or provide DL
- Testing Coordinators
- Dual Enrollment Opportunities (new)

Personnel Recruitment and Retention

- Completed at the District Level
- Used by the OPI, the University system and districts to understand, project and help alleviate staff shortages
- Used by the Board of Public Education to set criteria for critical teacher shortage teacher loan forgiveness program



Personnel Recruitment and Retention



Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to see your Recruitment and Retention Report with all areas listed.

To start, select survey area below:

Recruitment - Teachers

Recruitment - Support Staff/Administrators

Recruitment - Special Education

Retention - Reasons for leaving position

Retention - Financial influences

Retention - Other influences

Click below to edit existing items:

General Area	More Specific	Response	Comment	Openings	Retirements
Teachers	Social Studies	very hard - no applicants		1	0
Reasons for leaving position	Higher salaries elsewhere	strong influence			
Reasons for leaving position	Taking positions in other districts in state	strong influence			
Financial influences	Low salaries	strong influence			
Other influences	Other - Please comment	strong influence	wanted mo		

frmRecruitmentRetention2

Distance Learning Report

- Required by Administrative Rules
- All districts must complete
- Private and commercial providers are required to register with OPI through our web registration
- District providers must list schools/districts to whom they deliver courses

Distance Learning

The screenshot shows a software window titled "Distance Learning". The window has a blue title bar with standard minimize, maximize, and close buttons. Below the title bar is a header area with a light beige background. On the left of the header is a hand icon with the text "Click to Select". To the right of the icon, the following text is displayed: "2007-2008", "Beaverhead (CO 01)", "Dillon Elementary (SS 0199)", "Dillon Elem (LE 0005)", and "All Schools (SC %)". On the far right of the header are two icons: a magnifying glass and a document with an arrow. Below the header is a tabbed interface with four tabs labeled "ARM", "Tab A", "Tab B", "Tab C", and "Tab D". The "ARM" tab is currently selected. The main content area has a light green background. It contains a bolded paragraph: "Purpose: This annual report will provide the Office of Public Instruction with the necessary information to meet the requirements of 10.55.907 ARM -- Distance, Online, and Technology Delivered Learning -- Revised March 2004." Below this paragraph is a question: "1. Does the district utilize distance learning to fulfill elementary or middle school basic education program requirements and/or high school graduation requirements as provided for in 10.55.907 ARM?". To the right of the question is a dropdown menu with "Yes" selected. At the bottom right of the main area is a "Next" button. The bottom of the window has a status bar with the text "frmDistanceLearning".

Distance Learning

Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

ARM Tab A Tab B Tab C Tab D

Purpose: This annual report will provide the Office of Public Instruction with the necessary information to meet the requirements of 10.55.907 ARM -- Distance, Online, and Technology Delivered Learning -- Revised March 2004.

1. Does the district utilize distance learning to fulfill elementary or middle school basic education program requirements and/or high school graduation requirements as provided for in 10.55.907 ARM? Yes

Next

frmDistanceLearning


Testing Coordinators



- Need to keep testing coordinator contact information up-to-date for Assessment.
- Form is pre-filled with the most current data that OPI has
- Make any changes and check box to confirm you have reviewed the data

Test Coordinators

Check
Here

Test Coordinators

 **2007-2008**
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to
Select

Please enter the test coordinator for the district. This is the person responsible for the successful communication, coordination, and administration of statewide testing.

☒ I have reviewed and confirmed or corrected this information

First Name	<input type="text" value="Carol"/>	E-mail	<input type="text" value="cskiles@dillonelem.k12.mt.us"/>
Last Name	<input type="text" value="Skiles"/>	Phone	<input type="text" value="(406) 683-4311"/>
Title	<input type="text" value="Special Programs Director"/>		
Postal Name	<input type="text" value="Dillon Elementary School Dist #10"/>		
Delivery Address	<input type="text" value="225 East Reeder"/>	Mailing Address	<input type="text" value="225 East Reeder"/>
City	<input type="text" value="Dillon"/>	City	<input type="text" value="Dillon"/>
State	<input type="text" value="MT"/>	State	<input type="text" value="MT"/>
Zip	<input type="text" value="59725-"/>	Zip	<input type="text" value="59725-"/>


frmTestCoordinators

Submit


- Program will provide a pre-submittal report to let you know if your data is incomplete.
- **Once you submit, you will not be able to make changes. Contact next level in the hierarchy for changes.**
- Submit hierarchy:
 - Schools submit to Districts
 - Districts submit to Counties
 - Counties submit to OPI
 - Special Ed Coops submit to OPI

Submit Work

Submit Work

 **2007-2008**
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to
Select



Submitting district Dillon Elem to Beaverhead County.

frmSubmit

Required Corrections Report



Linda McCulloch, Superintendent
Office of Public Instruction
Accreditation Division
PO Box 20250
Helena MT 59620-0250

REQUIRED CORRECTIONS - A DC APPLICATION 2007-2008 School Year

Beaverhead
Dillon Elementary
Dillon Elem
All Schools

Required Corrections

The following items must be complete before you can Submit your data to the OPI. Print this report and use it as a checklist for completing your data entry.

Dillon Elem	District
Distance Learning - If you answered YES to question 1, question 2 can not be left blank.	
Distance Learning - If you entered YES to #1, you must provide at least 1 Company/District on Tab C.	

Preliminary Accreditation Report

- Based on submitted data
- Provides preliminary report used in OPI accreditation decisions
- Follow instructions for notifying OPI of changes or corrections
- **Print a copy for your records !!!**

Processing Status

Who Can Modify?

- | Processing Status | Who Can Modify? |
|--------------------------------|------------------|
| • Ready for Data Entry | All |
| • Submitted to District Office | District, County |
| • Submitted to Co. Supt. | County |
| • Submitted to the OPI | OPI Staff |

What happens next with the data

- Quality educator payment
- Accreditation status
- Used for CCD reporting
- Eden reporting
- Special Ed staff report
- NCLB Report Card

Mail to OPI

- Authorized Signatures and Checklist
 - Print and sign it or sign sheet in packet
- School Calendar
- Master Schedule
- Save a tree please don't send copies of all your reports to OPI !

Summary: What YOU need to do

- 1) Complete all the data entry items in order
- 2) Review all your reports
- 3) Submit
- 4) Send Authorized Signatures Page, School Calendar, and Master Schedule to OPI
- 5) Review Preliminary Accreditation Report
- 6) Notify OPI of any corrections
- 7) Check the Quality Educator Payment report (in 24 hours)

Late or Incomplete Reports

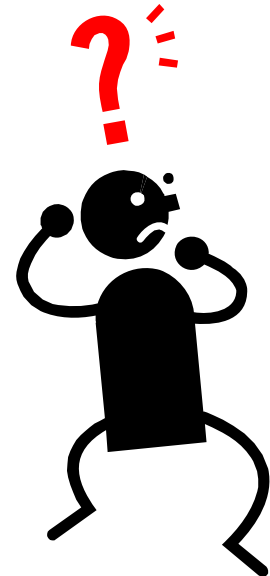
- ARM 10.55.701.1 The board of trustees shall ensure that the school district complies with all local, state, and federal laws and regulations.
- In accordance with accreditation guidelines, a district that has incomplete or missing reports receives Advice accreditation status.

Where to Get More Information

- OPI Website: <http://www.opi.mt.gov>
 - Go to Programs & Services of OPI
 - Select Annual Data Collection<http://www.opi.mt.gov/adc/Index.html>
- OPI Knowledge Database (Get Answers)
- OPI Help Line - (406) 444-4050
- Tip of the Day



QUESTIONS?



Thank You!

